

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #13-105**

OPENING DATE: 21 Aug 13 **CLOSING DATE:** 4 Sept 13 **AGENCY:** 5709 **PIN:** 0265

POSITION: FACILITY MANAGEMENT COORDINATOR

STARTING SALARY: \$33,871.72

LOCATION OF POSITION: ANG Combat Readiness Training Center, 4715 Hewes Avenue,
Gulfport, MS 39507-4324

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027,
Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university and one (1) year experience in work related to the below described duties; or graduation from a standard four year high school or GED and five (5) years experience related to the below described duties, of which two (2) years must be directly related.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Receives and processes maintenance requests for the Field Training Site.
2. Assist with construction projects and repairs of facilities at the Field Training Site.
3. Coordinates and provides materials for deployed units using this site.
4. Maintains and coordinates heavy equipment usage for Airfield Damage Repair Site such as runway lighting kits, runway marking kits and FFM.
5. Operates heavy equipment (Forklift, Dump Truck, Grader, etc.) used to maintain the approximately forty (40) acre Field Training Site.
6. Keeps records of equipment and supplies on hand as well as signing out equipment and buildings to visiting units.
7. Provides all janitorial and maintenance supplies for the Field Training site.
8. Establishes and maintains key control rosters for buildings and heavy equipment located at field training site.
9. Coordinates and manages physical security actions for training site complex.
10. Provides physical security actions for training site complex.
11. May assist with operations and maintenance in Civil Engineering.
12. Position heavy equipment and field training equipment such as the MKT (Mobile Kitchen Training) and ROPOU (Water Purification System) for units that eat, sleep, and train at the Field Training Site.
13. All additional duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.